San Fernando Valley Council of Governments

Request for Proposals
for
Executive Director
August 2010

The San Fernando Valley Council of Governments (SFVCOG) is seeking proposals from qualified individuals or consultancies to direct and manage the business affairs of this organization.

BACKGROUND

The SFVCOG is comprised of six member agencies located in the San Fernando Valley area of Los Angeles County. The member agencies are as follows:

City of Burbank
City of Glendale
City of Los Angeles
County of Los Angeles
City of San Fernando
City of Santa Clarita

The SFVCOG is a voluntary cooperative effort among the Member Cities and the County of Los Angeles to forge consensus and advance policies and programs of regional significance. The SFVCOG provides a forum for discussion as well as formalized representation and advocacy on behalf of the San Fernando Valley subregion with regional, state and federal agencies.

The SFVCOG became a Joint Powers Authority in May 2010.

The SFVCOG's primary objectives are to share information, and take action on issues that are of interest to the Member Agencies that are working together in partnership to preserve and enhance the quality of life in the subregion.

PROPOSAL SUBMISSION

Proposals must be received by **5:00 PM, Pacific Time (U.S.), Wednesday, September 15, 2010**. Proposals must be submitted electronically to: john.wickham@lacity.org.

PROPOSAL REQUIREMENTS

It is preferred that the proposal be limited to no more than 10 pages. There shall be no bonding requirements for this proposal.

GENERAL CONDITIONS

The SFVCOG will not reimburse respondents to this RFP for any costs incurred in the preparation and submittal of the proposals. The SFVCOG reserves the right to request any person submitting a proposal to clarify his or her proposal during the selection phase. Further, the SFVCOG reserves the right to modify or alter any requirements herein, at the SFVCOG's sole discretion.

PROPOSAL CONTENT AND CRITERIA

Proposals shall include the following information at a minimum. The SFVCOG will review each proposal in the following areas (in no particular order or weight):

Cover Letter/Executive Summary

Summary of Proposal

Experience and Background – Individual Proposal

- Professional history
- Information about support staff person (if any)
- Resume(s)
- Full name of individual, mailing address, telephone and e-mail address
- References of current and former clients for whom similar services have been provided, including contact information
- Description of services provided
- Time period(s) service was provided

Experience and Background – Consultancy Proposal

- Corporate status
- Names and resumes of staff people to be assigned to this project, and description of responsibilities to be borne by each
- Years in business
- References of current and former clients for whom similar services have been provided, including contact information
- Description of services provided
- Time period(s) service was provided

Familiarity with SFVCOG Issues

- Experience in SFV public affairs
- Experience with issues expected to be addressed by the COG, including transportation, housing, economic development
- Experience with local government organization and issues

Work Plan and Budget (see SFVCOG Adopted Budget for 2010-11, attached)

- Describe how you would accomplish the Scope of Services within the limited budget available
- Proposed work schedule
- Hourly rate for services of principal and any other staff

- Expenses
- Total proposed monthly budget

Non-Collusion Affidavit and Irrevocable Offer (attached, must be filled out and executed by all proposers)

All proposals delivered in the manner and by the deadline outlined above that meet the minimum qualifications, and are otherwise deemed responsive to the RFP, will be advanced to the evaluation team for scoring. The evaluation team will include an Ad Hoc Committee of SFVCOG Board Members and staff of Member agencies, as appropriate.

SCOPE OF SERVICES:

The purpose of the creation of the SFVCOG is to enable the Members to voluntarily engage in cooperative local and regional planning and the coordination of government services and responsibilities so as to assist the Members in the conduct of their affairs; to conduct studies and projects designed to improve and coordinate the common governmental responsibilities and services on a Valley Area and regional basis; and to coordinate implementation programming.

The Executive Director will function as staff to the Board of Directors in fulfilling these goals. The Los Angeles City Clerk's Office will serve as Secretary to the Board and work with the Executive Director to fulfill clerical responsibilities. At this time, the SFVCOG budget is extremely limited and it is anticipated that the Executive Director will be a part-time position.

Specifically, the Executive Director will have the following responsibilities:

- work with City Managers and executive staff representatives of the City of Los Angeles and County of Los Angeles to develop and present proposed SFVCOG programs and priorities for Board approval
- lead the implementation effort for SFVCOG programs and priorities
- facilitate development of Annual Work Program; develop and coordinate efforts to achieve work program projects/activity priorities as approved by the Board of Directors
- lead an effort to seek grants and other revenue to implement the program and priorities of the SFVCOG
- serve as SFVCOG liaison to the Southern California Association of Governments
- act as principal SFVCOG liaison to federal, state, other regional, and local agencies and staff to further established SFVCOG programs and priorities

- provide assistance/guidance to the Chair of the Board of Directors, any Committee Chairpersons and committees/working groups as necessary to ensure that the various committee activities are coordinated and completed

- oversee development and operation of SFVCOG communications, including a web page

- attend annual League of California Cities COG meeting in Sacramento, California

- utilize his/her own vehicle, office, cell phone, computer and software for SFVCOG business

REFERENCES

The SFVCOG reserves the right to contact colleagues or references not furnished by the proposer. Submission of a proposal shall constitute authorization for the SFVCOG to make all reasonable reviews necessary to evaluate qualifications of respondents.

QUESTIONS

Questions regarding this Request for Proposal shall be emailed to John Wickham at the City of Los Angeles, Office of the Chief Legislative Analyst (**john.wickham@lacity.org**). All questions must be submitted at least two weeks prior to the submission deadline to allow sufficient time to respond to potential proposers. In order to receive the answers to any questions submitted about the RFP, please contact the above named individual via e-mail to be included on the distribution list.

CONTRACT AND TERM

Any resulting contract will be for a period of one year. <u>If it is mutually agreeable to the Contractor and SFVCOG, the term of the agreement may be extended in increments of one year, not to exceed a total contract period of 5 years.</u> The contract may be terminated by the SFVCOG with thirty (30) days written notice in the sole determination of the SFVCOG Governing Board. The contractor may terminate the contract with one hundred twenty (120) days written notice in the sole determination of the contractor.

It is expected the relationship between the selected contractor and the SFVCOG shall be that of an independent contractor. The selected individual shall not become an employee of the SFVCOG unless specifically authorized by the SFVCOG Governing Board.

RIGHT TO REJECT

The SFVCOG reserves the right to reject any and all proposals and to waive any informality in the proposal when to do so would be to the advantage of the SFVCOG.

The SFVCOG may also reject the proposal of any proposer who has previously failed to timely and satisfactorily perform any contract with any of its member agencies.

NON-COLLUSION AFFIDAVIT AND IRREVOCABLE OFFER

The proposer or appropriate, authorized proposer's designate must sign and affix the corporate seal (if applicable, see space below).

I, _____, depose and say that I am _____
(name) (title)

of _____,
(name and address of firm, corporation or organization)

who submits this proposal to the San Fernando Valley Council of Governments, and hereby declare that this proposal is genuine, and not a sham or collusive, nor made in the interest or in behalf of any person not herein named and the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal, and that the proposer has not in any manner sought by collusion to secure from him/herself an advantage over any other proposer.

I further certify and acknowledge that the proposal submitted is a firm and irrevocable offer on the terms contained therein for a period of ninety (90) days following the final date of submission.

Date _____ at _____
(month, day, year) (city, state)

(Corporate Seal)

I certify or declare under penalty of perjury that the foregoing is true and correct.

_____
(Signature)